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| <b>POSITION:</b>                 | <b>ASSOCIATE DEAN OF ACADEMIC AFFAIRS</b><br>Full-Time, 12-Month, Management Position   |
| <b>ANTICIPATED START DATE:</b>   | Fall 2014   |
| <b>MINIMUM QUALIFICATIONS:</b>   | <p>Master's degree in a discipline appropriate to Administration of instruction and academic support in a higher education environment, plus five (5) years of experience in higher education, three (3) years of which include academic administration with responsibility for supervision of faculty.</p> <p>Demonstrated experience in the development, maintenance and analysis of fundamental academic processes which can include course schedule, curriculum, assessment, academic calendar, and collective bargaining processes. Must demonstrate advanced knowledge and abilities in: leadership, planning, evaluating academic services and programs; excellent organizational and administrative skills; collaboration and interpersonal relations conducive to supporting a multi-constituency and diverse workplace; leading and directing faculty and staff in higher education; computer literacy to utilize job-related technology; effective oral and written communications; and management of budgets.</p> <p><i>Applicants who do not meet the minimum qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.</i></p> |
| <b>PREFERRED QUALIFICATIONS:</b> | Ph.D. or Ed.D. Experience in innovative program and/or curriculum development in higher education, experience in outcome assessment, strategic planning, collaboration with non-credit programming, and grant development and management desired within the context or a demonstrated commitment to student success and the mission of the comprehensive community college.   |
| <b>RESPONSIBILITIES:</b>         | The Associate Dean of Academic Affairs reports to the Dean of Academic Affairs. The Associate Dean is responsible for the administration of a broad range of functions and services to assure the quality and appropriateness of the college's academic programs including staffing, management and development of faculty; development and assessment of curricula and programs; management of instruction and the academic budget; oversight of faculty workload; student relations within the academic area; participation in strategic planning, NEASC functions, grant development, and collaboration with non-credit programming. In collaboration with Department Chairs, the Associate Dean guides the work of faculty, professional and academic support staff, and administers bargaining unit contracts and the affirmative action plan as appropriate. May be required to work evenings and/or weekends.  |
| <b>STARTING SALARY:</b>          | \$90,178.00 approximate annual salary, with full benefits package.  |
| <b>TO APPLY:</b>                 | Submit a <b>letter of interest</b> , <b>current resume</b> and <b>completed (typed) ConnSCU Board of Regents Employment Application*</b> to:  |

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

Human Resources Department  
Associate Dean of Academic Affairs Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (**8 PAGES OR LESS**)

**APPLICATION DEADLINE:** **Application materials must be RECEIVED on or before JULY 6, 2014.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_UnclassEEO-2012.docx](http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx).  
(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer  
900 Lafayette Boulevard  
Bridgeport, CT 06604  
(203) 332-5013

Housatonic Community College is an Affirmative Action/Equal Opportunity Employer, M/F.  
Protected group members are encouraged to apply.

Posted: May 23, 2014